



November 2006
FLSA: EXEMPT

FIRE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the Fire Department, including fire prevention and inspection programs, response to fires, medical emergency, rescue, hazardous materials, natural and man-made incidents, and other public services; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This department head classification oversees, directs and participates in all activities of the Fire Department, including short- and long-range planning, development, and administration. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administration discretion in their execution.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Fire Department; establishes, within City policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Manages and participates in the development and administration of the Department's budget, including programs within such as response teams and joint powers of authority; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.

- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Provides distinct supervision to the Prevention and Suppression programs of the department.
- Contributes to the overall quality of the Department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages City Emergency Operations Center (EOC) including city-wide emergency management training, operations, and plan development and implementation.
- Represents the Fire Department to other City departments, elected officials, and outside agencies; explains and interprets Departmental programs, policies, and activities; negotiates and resolves significant, and controversial issues.
- Conducts a variety of Departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Participates on and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex incidents and/or investigations.
- Monitors legal, regulatory, technological and societal changes and trends that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Provides effective professional liaison between the Fire Department and other City Departments and divisions.
- Confers with the City Administration and elected officials in the planning and implementation of efficient and effective public safety measures, including disaster preparedness, designed to meet community expectations and needs.
- Provides effective professional liaison between the Fire Department and the general public to ensure the promotion of goodwill, cooperation and open communications between the Department and the community at large.
- Serves as a spokesperson for the Fire Department at a variety of community events, meetings, and other public relations activities.
- Evaluates major incidents or situations and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required.

- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments within assigned work areas.
- Manages and executes special projects and systems.
- Functions as “Duty Chief” for the Department, as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, citywide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, codes, court decisions and regulations concerning the operation of a full service municipal police department.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of municipal fire programs.
- Functions, services and funding sources of a full-service municipal fire department.
- Principles and practices of fire prevention, suppression, containment, rescue, clean-up and salvage.
- Principles and practices of providing emergency medical care at the EMT level.
- Practices and techniques of hazardous materials response, containment and clean-up.
- Techniques of first aid and CPR.
- The operation and maintenance of a variety of fire services vehicles, equipment, and facilities.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the Department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations and ordinances.
- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate and evaluate the work of staff and training staff in work procedures.
- Control and direct emergency situations related to fire prevention, emergency medical response, and hazardous materials incidents.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of City programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Identify and be responsive to community issues, concerns and needs.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions in emergency situations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration or a closely related field and seven (7) years experience as a Fire Captain II and/or Asst. Fire Chief.

License:

- Must possess a valid California class C driver's license and have a satisfactory driving record.
- State of California Emergency Medical Technician I Certificate.
- Valid California Certified Fire Officer Certificate.
- First Responder Operations Certificate
- First Responder Operations Decontamination Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders; to operate a motor vehicle and to visit various City and meeting sites; vision to discern colors and assess emergency situations, including medical incidents, to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is partially a sedentary, partially a field classification that requires operating in emergency situations and identifying and assessing problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, operate standard office equipment, and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites, and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The work also involves work in the field with exposure to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays and monitor radio traffic on 24-hour shifts as assigned.